



## NOTICE TO ALL FACULTY AND STUDENTS

The Faculty *Collective Agreement* requires that in evaluating a faculty member's performance for promotion and tenure purposes, a public solicitation for letters must occur.

The purpose of the solicitation is to provide information about whether the candidate's performance of Academic Responsibilities (Teaching, Research and Service) meets the relevant criteria for promotion and/or tenure.

**Professor Youngki Shin** is being considered for Promotion to the Rank of Associate Professor and Granting of Tenure.

Anyone wishing to make a written submission can do so until the Promotion files are closed, which will occur about [Friday, September 13, 2013](#). Those engaged in the review of the Promotion File may wish to refrain from providing a letter of support in order to avoid any perception of bias.

Unless you specifically indicate in your submission that your identity can be known to the candidate, your identity will be kept confidential from the candidate. The contents of your letter will be revealed to **Professor Shin** by including in his Promotion File a copy of your letter with all identification removed. If you wish your identity to remain confidential, please phrase your letter such that your identity is not revealed by its content. You should be aware that your letter in its entirety will be seen by the Promotion and Tenure Committee reviewing the case.

We appreciate your considered judgement of the candidate's qualifications.

This submission should be sent to:

Chair  
Department of Economics  
Faculty of Social Science  
The University of Western Ontario  
London, Ontario  
CANADA N6A 5C2

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